



# Business License Application

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ [www.DiamondBarCA.gov](http://www.DiamondBarCA.gov)

<b>Check the Box that Applies:</b>	<b>Staff Use Only</b>
	<b>Business License #:</b>

New Business (Zoning Clearance Required): \$126.75

Non-Profit Business: Fee Waived with Proof of Non-Profit Status

Business License Renewal: \$14

Business Located Out of City: \$42.82

Business Requiring Background Check(s) (*Complete back of application form*): \$342.82 Per Person

Change of Business Name or Ownership Only: \$42.82

New Home Based Business License (Zoning Clearance Required): \$126.75

Change of Location (Zoning Clearance Required): \$126.75

Sidewalk Vending: \$42.82

**Pursuant to SB 1186, all fees include a State-mandated \$4 fee to fund accessibility programs for disabled persons.**

**\*See reverse for a list of businesses requiring background checks**

## BUSINESS INFORMATION

Business Name:

Business Phone:

Description of Business Activities:

# of Employees:

Business Address:

City:

State:

Zip Code:

Mailing Address (If Different From Above):

City:

State:

Zip Code:

E-mail:

Website:

After Hours Contact:

Phone:

## PLEASE READ, SIGN AND DATE

I declare, under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct. I understand that the issuance of a business license does not constitute approval of land use, and that I am responsible for compliance with the City's zoning, building, health and safety requirements and all other applicable laws prior to the commencement of business.

Business Owner

Owner 2 (If Applicable)

Print Name:

Print Name:

Title:

Title:

Signature:

Date:

Signature:

Date:

### STAFF USE ONLY

Classification Code: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_

Processed By: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Dental office forms provided to applicant? ☐ Yes ☐ No



## Business License Application Part 2

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### BACKGROUND CHECK REQUIREMENTS:

The following business types are required to complete a background check investigation prior to the issuance of a Business License.

This investigation may include reports from the Sheriff's Department, Planning and Building & Safety Divisions, Fire Department, Los Angeles County Health Department, and any such other information as deemed necessary by the City in order to determine if the applicant meets the business license criteria for issuance. If you have one of the following business types, please check the appropriate box and complete the background check information below:

Adult Oriented Businesses	Indoor Amusement/Entertainment Facilities
Alarm Systems	Massage Establishments
Alcoholic Beverage Sale (Off-Site Consumption)	Pawnbrokers and Second Hand Dealers
Bars and Nightclubs	Peddling-Solicitation on Private Property
Computer Services (Network Gaming Center)	Psychic Reading
Entertainment Establishments	Tow Trucks and Towing Companies
Firearms Dealers	

### BACKGROUND CHECK APPLICANT(S): \$342.82 Per Applicant (Submit additional forms if necessary)

Applicant 1 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: ( ) -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____
Applicant 2 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: ( ) -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____
Applicant 3 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: ( ) -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____



## Zoning Clearance Application

(New and Relocated Businesses Only)

The Zoning Clearance Application is required for all new Diamond Bar businesses, home-based businesses, and businesses that have moved to a new location in the City.

### ZONING CLEARANCE INFORMATION

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Number of Available On-site Parking Spaces: \_\_\_\_\_

Detailed Business Description: \_\_\_\_\_

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### PLEASE READ, SIGN AND DATE

I declare, under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct. I understand that I am responsible for compliance with the City's zoning, building, health and safety requirements and all other applicable laws prior to the commencement of business.

#### STAFF USE ONLY

\_\_\_\_\_  
Business Owner Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date



## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF  
GENERAL SERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERAL SERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/cap/](http://www.treasurer.ca.gov/cpcf/cap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).